

Lebanon Board of Finance
Minutes of October 15, 2013
Regular Meeting

Members present: Liz Charron, Chairman, Gregg Lafontaine,

Members absent: Glen Coutu, Vice Chairman, Betsy Petrie, David Scata, Chuck Haralson

Alternates present: Diane Malozzi, Vin Shea

Alternates absent: Edward Tytor

Also present

Board of Education: Superintendent Janet Tyler, Darcy Battye, Sandra Tremblay

Veronica Calvert, Finance Director, Mark Elliott, President Lebanon Volunteer Fire Department

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron. Diane Malozzi will sit for Glen Coutu and Vin Shea will sit for Chuck Haralson.

Item B. Review and Consider Accepting Minutes of previous Meetings

Motion made by Greg Lafontaine to accept the minutes of September 19, 2013, Special Meeting. Seconded by Vin Shea. Motion passed with Greg Lafontaine abstaining.

Motion made by Diane Malozzi to accept the minutes of October 3, 2013, Special Meeting. Seconded by Greg Lafontaine. Motion passed with Vin Shea abstaining.

Item C. Correspondence

An e-mail has been received from Stephen Hopkins, Auditor regarding his comments on the policies that were submitted to him for review.

Item D. Public Comments

None

Item E. BOE Fiscal Year 2013-2014 Quarterly Expenditure Report

Superintendent Janet Tyler distributed the Monthly Budget Status Report for FY 2014 as of September 30, 2013. There is one teacher who will be going out on maternity leave as noted by Superintendent Tyler. At the end of last year there were some out placements. The enrollment in the Vo Ag Program was discussed.

Item F. Quarterly Town Reports for Fiscal Year 2013-2014 Expenditures, Revenue, Tip/SIP, Contingency Balance and Fund Balance.

Veronica noted that there was an increase in revenue from the Board of Education, this is due to CRMA. Veronica also noted that the revenue portion of the report is longer than previously as the new software the Town Clerk is now using breaks it out in greater detail.

Liz Charron questioned in the TIP report the website domain fee, feels this should not be in TIP as it is a licensing fee to use the domain name for a period of time and should be an operating budget expense. Veronica will correct that item.

Vin Shea made a motion that the first invoice from the Auditor in the amount of \$3,500.00 be paid. Seconded by Gregg Lafontaine. Motion passed unanimously.

Note by Liz Charron that an RFP for auditing services needs to be done in January for the next two year period.

Item G. Sub committees

1. Policies and Procedures Subcommittee

Liz Charron reported that the draft policies and procedures were submitted to both the Auditor and Legal Counsel. The Auditor has responded and hope to hear from Legal Counsel by next Tuesday. A special meeting will be held to discuss these responses.

2. Capital Subcommittee

Liz Charron reported they have met and special meetings will be set up to review capital requests with each area in December. A memo and forms have been emailed to all areas that normally have capital requests.

Item H. New Business

1. Update on school building projects closeout audit

Superintendent Janet Tyler reported that she had contacted the State and they are now looking at this. Hope this will be finalized before the end of the current fiscal year.

Vin Shea made a motion to move discussion of Other up on the agenda. Seconded by Gregg Lafontaine. Motion passed unanimously.

Item I. Other

Mark Elliott reported that the fire department is very happy with the radios installed on the rescue truck, and the department took delivery of the new truck last Wednesday. The Town spent \$511,000.00 for the truck and the chassis alone is valued at \$600,000.00. Mark thanked the Board for their support. A loss payee needs to be named for the insurance. Mark will work with Veronica on this. Mark reported that the forestry truck has had a catastrophic engine failure. The department is looking at various options, different cab and chassis, checking with Ford and the insurance company. The vehicle is now at Columbia Ford. It is hoped to have a resolution prior to winter storms. Discussion if there are funds to replace the engine. Discussion of using the Emergency Services Reserve. This vehicle is used as a backup to the ambulance and

is an R1 1st responder vehicle. Another ambulance is being planned for in three years. There is also a concern of an engine failure in the second generation engine in the ambulance. Discussion of using capital to fund repairs. The time frames were discussed and the process of releasing funds through Town Meeting. There is a 20 year life expectancy for the forestry truck. There could be a special meeting in November if information is obtained by then.

2. Information for the BOF regarding WPCA Amston Lake Sewer Project bond closing on 1/17/13

Veronica Calvert noted the distributed information regarding timing issues with USDA funding. The bond closing was held on January 17, 2013. The town needed to do a cash flow loan to the WPCA for \$35,000 to pay off the bond payment of \$6,442,292. On September 26, 2013 WPCA reimbursed the Town \$34,126.00. WPCA will clear up the remaining balance at their next meeting. Discussion of how this process worked in this instance and for other projects. Policies and Procedures should think about these issues and discuss with Auditor.

3. Information for the BOF regarding the FY 2013-2014 increase in benefit and worker's compensation rate for the Resident State Trooper

Veronica Calvert discussed the increase in expense for Police Services. This is due to an increase in the cost of benefits which was communicated to the town on August 23, 2013. This will amount to approximately a \$8,400.00 increase that was not budgeted for. Gregg Lafontaine questioned if this is only for Resident Troopers, and noted that this is the first time a break out of fringe benefits has been received.

4. Information for the BOF regarding the Windham Paramedic Report for July 2013

Veronica Calvert discussed the call detail which was distributed. The amount per call has increased. Gregg Lafontaine requested that Veronica Calvert compare to previous years to determine if the average number of calls and the rate being higher if the budget will be enough.

5. Discussion regarding recording of revenue in Fund 220 Capital

Veronica Calvert reported that two pieces of equipment from DPW have been auctioned off. The revenue received from this will be approximately \$10,000.00 Discussion of if this should go into capital in unallocated funds or reported as historically done in Miscellaneous Revenue. This discussion will be continued.

6. Discussion regarding FY 2014-2015 Budget Development/Budget Calendar and 2014 schedule for regular BOF meetings

Draft calendar was distributed. On December 10th and 12th there will be a special meetings to review capital requests. These dates will be added to the calendar. Budget packages will be sent out to people in early November to allow more time for areas to develop their budgets and meet the January 13, 2014 submission deadline. On November 4th the BOF will have a special meeting to finalize the letter to be sent out with the budget packages.

Vin Shea made a motion to adjourn the meeting. Motion was seconded by Diane Malozzi. Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk